

**APPLICATION FOR SITE PLAN APPROVAL**  
 Under Section 41 of the *Planning Act*

**This Application is for (select one):**

**Site Plan Application (Full)**

☐ Urban or Non-Farm based Rural – DA

☐ Minor Site Plan Application – MDA\*

**Amendment to Approved Site Plan**

☐ Urban or Non-Farm based Rural – SPA

\*Prior to making a Minor Site Plan Application, please contact the Planning Division, Site Plan Team at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) with subject line "Request for Minor Site Plan Application consultation".

Is there a Holding Provision on the property? Yes ☐ No ☐

If answered 'Yes' to above, have Holding Provision related materials been submitted with the Site Plan Application?

Yes ☐ No ☐

**Has a Formal Consultation been completed for this proposal?**

☐ Yes, File Number: \_\_\_\_\_ Document Dated: \_\_\_\_\_

☐ The required studies, plans and/or reports as outlined in the Formal Consultation Document have been submitted.

☐ No, Formal Consultation was not completed for this proposal.

☐ The required plans, studies and reports as per the Urban Hamilton Official Plan, Rural Hamilton Official Plan or the former Region of Hamilton-Wentworth Official Plan have been submitted.

☐ The Complete Application Compliance Summary has been provided with this application.

## 1. APPLICANT INFORMATION

\* If a numbered company, provide the name and address of the principal Owner(s).

| NAME                                                                                                                                             | ADDRESS | CONTACT INFORMATION |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------|
| Registered Owner*                                                                                                                                |         | Phone:              |
|                                                                                                                                                  |         | Email:              |
| Applicant<br>(if different from Owner)                                                                                                           |         | Phone:              |
|                                                                                                                                                  |         | Email:              |
| Agent                                                                                                                                            |         | Phone:              |
|                                                                                                                                                  |         | Email:              |
| <b>All correspondence should be sent to:</b><br><input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent |         |                     |

## 2. APPLICANT'S INTEREST (Registered Owner consent and authorization must accompany this application.)

The Applicant is:    ☐ Prospective Owner    ☐ Lessee

The Prospective Owner is under Agreement of Purchase and Sale dated: \_\_\_\_\_

## 3. PROPERTY INFORMATION (A Survey Plan - Real Property Report must accompany this application)

### 3.1 Legal Description of the subject lands.

|                          |  |                   |  |
|--------------------------|--|-------------------|--|
| Municipal Address        |  |                   |  |
| Former Municipality      |  |                   |  |
| Lot                      |  | Concession        |  |
| Registered Plan Number   |  | Lot(s) / Block(s) |  |
| Reference Plan Number(s) |  | Part(s)           |  |

### 3.2 Property details.

|                   |                |                 |
|-------------------|----------------|-----------------|
| Frontage (metres) | Depth (metres) | Area (hectares) |
|                   |                |                 |

3.3 What is the current use of the subject lands?

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|--|
|  |
|--|

3.4 What is the current Zoning of the subject lands?

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|--|
|  |
|--|

3.5 Has the subject land ever been the subject of a previous application under the Planning Act?

|                           | Yes                      | No                       | Unknown                  | File No. (if known) |
|---------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| Official Plan Amendment   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Zoning By-law Amendment   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Draft Plan of Subdivision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Severance/Consent         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Minor Variance            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |
| Site Plan Control         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                     |

3.6 Is the subject land located within or adjacent to the City's Natural Heritage System?

☐ Yes ☐ No

3.7 Does the subject land contain features of the Natural Heritage System zoned "P5", "P6", "P7", or "P8" (Conservation/Hazard Lands)?

☐ Yes ☐ No

3.8 Are the subject lands regulated by a Conservation Authority?

☐ Yes ☐ No

3.9 Does the subject land have cultural heritage value or interest recognized by:

a) Designation under Part IV or Part V of the Ontario Heritage Act?

☐ Yes ☐ No

b) Listing as a non-designated property on the Municipal Heritage Register under Section 27 of the Ontario Heritage Act?

☐ Yes ☐ No

c) An easement or covenant under the Ontario Heritage Act?

☐ Yes ☐ No

d) An “H” holding provision in the zoning that requires the submission and approval of a Cultural Heritage Impact Assessment prior to the holding being lifted?

☐ Yes ☐ No

e) Listing on the Inventory of Heritage Properties?

☐ Yes ☐ No

f) Listing on the Inventory of Cultural Heritage Landscapes?

☐ Yes ☐ No

3.10 Are any adjacent properties to the subject lands recognized as protected heritage property (i.e., designated or subject to an easement or covenant under the Ontario Heritage Act)?

☐ Yes ☐ No

3.11 Previous use of the subject lands

☐ Residential ☐ Industrial ☐ Commercial ☐ Agricultural ☐ Vacant

☐ Mixed-Use ☐ Other(s) \_\_\_\_\_

If Industrial or Commercial, specify use:

|  |
|--|
|  |
|--|

3.12 If the previous use of the subject lands is industrial or commercial, or if Yes to any of 3.13(b) to (j), a previous use inventory showing all former uses of the subject lands, or if appropriate, the land adjacent to the subject land, is required.

**Is the previous use inventory attached?**

☐ Yes ☐ No

3.13 Details of previous use

|                                                                                                                    | Yes                      | No                       | Unknown                  |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| (a) Has the grading of the subject land been changed by adding earth or other material, i.e. has filling occurred? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Has a gas station been located on the subject land or adjacent lands at any time?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Has there been petroleum or other fuel stored on the subject land or adjacent lands?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                                                                                                                                                                                         |                          |                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| (d) Are there or have there ever been underground storage tanks or buried waste on the subject lands or adjacent lands?                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Have the lands or adjacent lands ever been used as an agricultural operation where cyanide products may have been used as pesticides and/or sewage sludge was applied to the lands? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Have the lands or adjacent lands ever been used as a weapons firing range?                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Is the nearest boundary line of the application within 500 metres (1,640 feet) of the fill area of an operational/non-operational landfill or dump?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) If there are existing or previously existing buildings, are there any building materials remaining on site that are potentially hazardous to public health (e.g., asbestos, PCB's)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Is there reason to believe that the subject land may have been contaminated by former uses on the site or adjacent sites?                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (j) Has a Phase 1 or Phase 2 Environmental Site Assessment been completed?                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3.14 What information did you use to determine the answers to 3.13(a) to (j) above?

|  |
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|  |
|--|

3.15 Additional information pertaining to the development proposal (for new or expanding Business proposals):

Number of Employee Shifts: \_\_\_\_\_ ☐ Unknown

|                               | Full Time | Part Time |                                  |
|-------------------------------|-----------|-----------|----------------------------------|
| Number of Employees           |           |           | <input type="checkbox"/> Unknown |
| Number of Employees per Shift |           |           | <input type="checkbox"/> Unknown |

#### 4. PURPOSE OF THE APPLICATION

- 4.1 What is the proposed use of the subject lands, including building(s)? Provide a complete description of the proposal. Include if materials to lift Holding Provision(s) are provided.

#### 4.2 Details of Development:

| SITE DATA:                                                                                                                                                                                                                                                                                                                                                  |                |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Dwelling Unit(s):                                                                                                                                                                                                                                                                                                                                           | Units Existing | Units Proposed |
| <input type="checkbox"/> Single Detached<br><input type="checkbox"/> Semi Detached<br><input type="checkbox"/> Townhouses<br><input type="checkbox"/> Apartments<br><input type="checkbox"/> Rental                                                                                                                                                         |                |                |
| Tenure/Ownership:                                                                                                                                                                                                                                                                                                                                           |                |                |
| <input type="checkbox"/> Freehold <input type="checkbox"/> Condominium: (Specify type) <div style="margin-left: 40px;"> <input type="checkbox"/> Standard<br/> <input type="checkbox"/> Common Element<br/> <input type="checkbox"/> Phased<br/> <input type="checkbox"/> Vacant Land<br/> <input type="checkbox"/> Condominium Conversion           </div> |                |                |
| Site Statistics:                                                                                                                                                                                                                                                                                                                                            | Required       | Proposed       |
| Net Lot Area (m <sup>2</sup> )                                                                                                                                                                                                                                                                                                                              | m <sup>2</sup> | m <sup>2</sup> |
| Commercial Building Coverage (m <sup>2</sup> ) (max.)                                                                                                                                                                                                                                                                                                       | m <sup>2</sup> | m <sup>2</sup> |
| Commercial Gross Floor Area (m <sup>2</sup> ) (max.)                                                                                                                                                                                                                                                                                                        | m <sup>2</sup> | m <sup>2</sup> |
| Industrial Gross Floor Area (m <sup>2</sup> ) (max.)                                                                                                                                                                                                                                                                                                        | m <sup>2</sup> | m <sup>2</sup> |
| Institutional Gross Floor Area (m <sup>2</sup> ) (max.)                                                                                                                                                                                                                                                                                                     | m <sup>2</sup> | m <sup>2</sup> |
| Building Height (m) (max.)                                                                                                                                                                                                                                                                                                                                  | m              | m              |
| Number of Storeys                                                                                                                                                                                                                                                                                                                                           | storeys        | storeys        |
| No. of Parking Spaces                                                                                                                                                                                                                                                                                                                                       |                |                |
| No. of Loading Spaces                                                                                                                                                                                                                                                                                                                                       |                |                |
| Landscaped Area (m <sup>2</sup> )                                                                                                                                                                                                                                                                                                                           | m <sup>2</sup> | m <sup>2</sup> |
| No. of Phases (if applicable)                                                                                                                                                                                                                                                                                                                               |                |                |

|                                                                             |                                                |
|-----------------------------------------------------------------------------|------------------------------------------------|
| Servicing:                                                                  |                                                |
| Type of water supply proposed: (check appropriate box)                      |                                                |
| <input type="checkbox"/> Publicly owned and operated piped water system     | <input type="checkbox"/> Lake or water body    |
| <input type="checkbox"/> Privately owned and operated individual well       | <input type="checkbox"/> Other means (specify) |
| Type of sewage disposal proposed: (check appropriate box)                   |                                                |
| <input type="checkbox"/> Publicly owned and operated sanitary sewage system | <input type="checkbox"/> Other means (specify) |
| <input type="checkbox"/> Publicly owned and operated piped system           |                                                |

- 4.3 Are any Right-of-Way dedications required for the subject land? (All right-of-way dedications must be shown on the Site Plan)
- ☐ Yes ☐ No

**Instructions for Sections 5 to 7 below:**

- Use a separate page for each registered owner of the property.
- Where the owner is a Corporation, include the full name of the Corporation and name and title of signing officer.

**5. AUTHORIZATIONS**

One authorization (if applicable) must be completed for every owner registered on title at the time of application.

NOTE: Where owner or applicant is a corporation, full name of Corporation and name and title of signing officer to be set out.

- 5.1 If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed.

**Authorization of Owner for Agent to Make the Application**

I/we, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to submit this application as my agent.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

- 5.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

I authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



## 6. ACKNOWLEDGEMENTS

Acknowledgements must be signed by the owner(s). Initial beside each item and sign below.

- 6.1 I acknowledge that the City of Hamilton is not responsible for identification and remediation of contamination on the property which is the subject of this Application - by reason of its approval to this Application. Initials
- 6.2 I acknowledge that staff of the City of Hamilton, or its authorized agent or representatives, may enter the subject lands for the limited purposes of documenting the site and evaluating the merits of the application. Initials
- 6.3 I acknowledge the City of Hamilton has not verified servicing capacity and the City is not making any guarantees or representations that there is servicing capacity for any proposed development. Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

## 7. CONSENT OF THE OWNER

Complete the consent of the owner concerning personal information set out below.

### **Consent of Owner to the Disclosure of Application Information and Supporting Documentation**

Application information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13. In accordance with that Act, it is the policy of the City of Hamilton to provide public access to all *Planning Act* applications and supporting documentation submitted to the City.

I, \_\_\_\_\_, the Owner, hereby agree and acknowledge  
(Print name of Owner)

that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**8. AFFIDAVIT OR SWORN DECLARATION (Please use a separate page for each owner if more than one.)**

This declaration to be sworn by a Commissioner of Oaths. A Commissioner is available at the following Departments:

- Planning Division, City Hall, 5th Floor
- City Clerk's Division, City Hall, 1st Floor

I, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ make oath and say (or solemnly declare) that to the best of my knowledge and belief that the particulars given in this application are correct and in accordance with the requirements of Section 41 of the *Planning Act*, R.S.O., 1990 for site plan control.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**9. COLLECTION OF INFORMATION**

The personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the request and application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the Planning Division at pdgeninq@hamilton.ca or 905-546-2424 ext. 1355.